

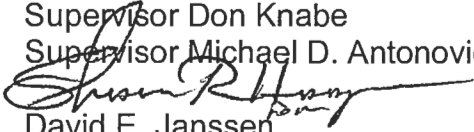


County of Los Angeles  
**CHIEF ADMINISTRATIVE OFFICE**

713 KENNETH HAHN HALL OF ADMINISTRATION • LOS ANGELES, CALIFORNIA 90012  
(213) 974-1101  
<http://cao.lacounty.gov>

DAVID E. JANSSEN  
Chief Administrative Officer

April 18, 2007

To: Supervisor Zev Yaroslavsky, Chairmen  
Supervisor Gloria Molina  
Supervisor Yvonne B. Burke  
Supervisor Don Knabe  
Supervisor Michael D. Antonovich  
  
From: David E. Janssen  
Chief Administrative Officer

Board of Supervisors  
GLORIA MOLINA  
First District

YVONNE B. BURKE  
Second District

ZEV YAROSLAVSKY  
Third District

DON KNABE  
Fourth District

MICHAEL D. ANTONOVICH  
Fifth District

**REGISTRAR-RECORDER/COUNTY CLERK MANAGEMENT APPOINTMENT  
EXCEEDING TEN PERCENT INCREASE-DONA BISHOP**

Consistent with the August 4, 1998 Board-approved policy on managerial salaries, we have reviewed and recommend Board approval of the attached Registrar-Recorder/County Clerk (RR/CC) request to appoint Ms. Dona Bishop to the Division Manager position for the Pollworker Services Division with a salary of \$7,077.67 monthly and/or \$84,932.04 annually. The requested salary would place Ms. Bishop on the first step of MAPP (Tier II) Schedule 11 and would provide for a 17.7 percent increase over her current base salary of \$6,014.87 monthly and/or \$72,178.44 annually.

Ms. Bishop will serve as the Division Manager overseeing the Pollworker Services Division responsible for the warehousing and poll worker recruitment operation including: managing and allocating of critical election equipment and supplies for all County, State, and local elections; recruiting potential poll places and precinct officers; and training of poll workers, precinct officers, including training on the legal requirements and usage of new voting equipment.

Ms. Bishop has over 34 years of County service experience, including 19 years with RR/CC. She implemented the pilot "online" candidate registration process, instituted the highly successful County Inspector Supply Pick-Up program, and made significant improvements and handled complex logistical issues impacting the Pollworker Services Division. Ms. Bishop has been serving as the Assistant Division Manager over the Service Center/Election Warehouse Operations since September 2002.

Each Supervisor  
April 18, 2007  
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Based upon the initial request and additional information subsequently provided by the Department, we recommend that the Department's request be approved. In accordance with the policy on managerial salaries, please advise this office if you would like this request placed on an upcoming agenda for Board action. Unless otherwise instructed by May 2, 2007, we will authorize the Department to proceed with this appointment.

Please contact me, or your staff may contact David Wei of my staff at (213) 893-2534 if you require additional information.

DEJ:DL:SK  
DD:DW:kd

Attachment

c: Executive Officer, Board of Supervisors  
Conny B. McCormack, Registrar-Recorder/County Clerk

Dona Bishop.bm.doc



COUNTY OF LOS ANGELES

**REGISTRAR-RECORDER/COUNTY CLERK**

12400 IMPERIAL HWY. - P.O. BOX 1024, NORWALK, CALIFORNIA 90651-1024

**CONNY B. McCORMACK**  
Registrar-Recorder/County Clerk

March 30, 2007

TO: David E. Janssen

FROM: Conny B. McCormack *CBC del*

SUBJECT: **MAPP SALARY APPROVAL REQUEST**

ATTENTION: David Wei, Analyst

The Registrar-Recorder/County Clerk (RR/CC) is requesting MAPP salary approval to promote Dona Bishop to the MAPP Range 11 position of Division Manager, Registrar-Recorder/County Clerk effective upon approval. Ms. Bishop is reachable on the Division Manager list and has been a valued employee of this Department since April 1988 and has been serving as an Assistant Division Manager and various other critical supervisory and administrative staff capacities for more than 11 years.

Pursuant to Los Angeles County Code 6.08.340D, we are offering Ms. Bishop a 17.67% increase in salary. This proposed new salary remains below the Control Point of \$106,165.00 for MAPP Range 11 and places her at the minimum salary threshold.

- **Current Base Salary**      **\$72,178.44**
- **Proposed New Salary**    **\$84,932.37**

Ms. Bishop will be serving in a critical management capacity with responsibility for the Department's Pollworkers Services Division. As a Division Manager Ms. Bishop will oversee the warehousing and poll worker recruitment operation for the RR/CC including: preparing, maintaining, and distributing election supplies for all county, state, and local elections; storage functions for the entire RR/CC operation; the recruitment and surveying of accessible poll places throughout the county; and the recruitment and payroll functions of over 25, 000 poll workers and troubleshooters for major elections.

Thank you for your assistance and attention to this matter. If your staff should have any questions or require additional information, they may contact Joseph Horvath, Acting Personnel Officer, at (562) 462-2299.